

OFA Diversity Council Minutes of Meeting December 10, 2002

Attendees: Ann Hennelly, David Murdock, Zane Schauer, Dick Bennett, Arlene Simpson Porter, Terri L. Bell, Nikki Herman, Stephanie Jones, and Nadia Dookhi

Video Conference: MASC - Sheryl Thomasson
EASC - Unable to connect due to technical difficulties
WASC - Bud Sawisch

Opening: Ann Hennelly opened the meeting by greeting the members. The agenda was reviewed and approved by the attendees.

Minutes: The Council members reviewed and approved the August 22, 2002, meeting minutes. Paul Lineberger will put the approved minutes on the OFA Diversity Council web site.

Alternate Work Plan: Stanton Lum is continuing to work on the final version of the plan. He will have it completed in time for the next meeting.

OFA Managing Diversity Plan: The attendees were given a copy of the 1997 version of the OFA Managing Diversity Plan for review and update. Apparently there is a draft OFA Managing Diversity Plan being worked on for final review and approval by Sonya Stewart. Ann Hennelly will track to see who is working on the draft and obtain a copy for the council members.

NOAA Telework Plan: Arlene Simpson Porter asked about the status of the NOAA Telework Plan. Zane Schauer reported that Janet Newland met with Sonya Steward regarding the release of draft Plan and that it needs to be vetted with the Union. The Department has not yet come out with their Telework Plan. Zane also reported that four of the eight LOs have plans. Legislation offered 25% of employees to Telework but there is an effort to expand this percentage. Public Law 106-346 requires agencies to establish policies allowing eligible employees to telework "to the maximum extent possible without diminishing employee performance." In Zane's office, more than 50% of his staff Telework and it is working very well for his group. He explained that those employees who are eligible for Telework, need to have a signed agreement with their supervisors approving their Telework schedule. Employees should be aware that there are two types of telework arrangements, intermittent and regular. Should you have any questions regarding Telework, he asked that you contact Victoria Kruk.

Action Team Reports: At the last meeting it was suggested the SFA bottom 10 be reviewed and, based on them, set up new teams and establish new goals. MASC suggested establishment of a Communications Group with a goal to improve communications in OFA.

Career Development Team: Mary Taylor Drake reported via e-mail that the Team has been on a hiatus because of year end closing and other scheduling conflicts with the group. However, they will have a meeting in January to resume the coordination of the CADE program. They have been working on in conjunction with the Human Resources Office.

Communications Action Team: Gwen Revels, CASC, expressed an interest in being a member of the team. Gwen has talked to Barbara Marshall-Bailey about being on the NOAA communications team for SFA or at least being able to listen in to those meetings. From that, she should know what communications are needed for OFA.

The next meeting date and time TBD.